

**State Park Service**  
**Division of Parks & Forestry**  
**New Jersey Department of Environmental Protection**  
**Summer Seasonal Jobs**

<b>Title:</b>	Seasonal Maintenance (April – October 2009)	<b>Salary:</b>	Starting at \$7.25/Hr.
<b>Issue:</b>	December 1, 2008	<b>Closing:</b>	March 1, 2009
<b>Jurisdiction:</b>	State of New Jersey	<b>Vacancies:</b>	To Be Determined

**Examples of Work:**

- Clean restrooms and bathhouses, which includes cleaning toilets and showers, sweeping and mopping floors and sanitizing sinks, toilets, showers and floors with disinfectant cleaner.
- Plunge clogged toilets.
- Stock paper towels and toilet paper in the restrooms.
- Clean windows on park buildings.
- Clean cabins and picnic areas.
- Clean charcoal grills.
- Pick up trash and debris.
- Empty trash cans and recycling bins.
- Mow lawn areas throughout the park.
- Plant flowers; water and weed flower beds.
- Prune trees and shrubs along roadways and within the park.
- Assist with landscaping around buildings.
- Paint signs, cabins and other structures.
- Assist with set up for special events (e.g., set up tables and chairs, cones for parking, post special signs).

**Note:** Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Maintenance positions are required to work outdoors in all types of weather conditions, often in wooded areas of a park. Seasonal Maintenance employees may come in contact with insects and wildlife.

Seasonal maintenance employees are required to purchase some uniform components (for example: spruce green pants). It is recommended that you discuss uniforms during an interview.

**Requirements:** Ability to learn and apply rules, regulations, policies and procedures. Ability to operate power mowers. Ability to learn to use power tools and equipment as instructed by supervisor. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

**License:** Appointees will be required to possess a driver's license valid in the United States only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Locations of Vacancies:**

<u>County</u>	<u>State Park, Forest, Recreation Area or Marina</u>
Atlantic County	Wharton
Burlington County	Bass River, Brendan T. Byrne
Cape May County	Belleplain, Cape May Point
Hunterdon County	Round Valley, Spruce Run, Voorhees, Bull's Island
Hudson County	Liberty
Mercer County	Washington Crossing, D&R Canal
Monmouth County	Allaire, Cheesequake, Leonardo, Monmouth Battlefield, Spring Meadow Golf Course
Morris County	Hacklebarney, Hopatcong
Ocean County	Barnegat, Forked River, Island Beach
Passaic County	Ringwood
Salem County	Fort Mott, Parvin
Sussex County	High Point, Kittatinny Valley, Stokes, Swartswood, Wawayanda
Warren County	Jenny Jump, Worthington

For information, please contact the New Jersey Division of Parks & Forestry by:  
Telephone: (609) 984-9487 OR E-mail: [gerry.davies@dep.state.nj.us](mailto:gerry.davies@dep.state.nj.us)

**State Park Service**  
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**Summer Seasonal Jobs**

<b>Title:</b>	Seasonal Office Worker (April – October 2009)	<b>Salary:</b>	Starting at \$7.25/Hr.
<b>Issue:</b>	December 1, 2008	<b>Closing:</b>	March 1, 2009
<b>Jurisdiction:</b>	State of New Jersey	<b>Vacancies:</b>	To Be Determined

**Examples of Work:**

- Provide information and assistance to visitors over the phone and in person.
- Answer telephones.
- Issue camping permits.
- Assist with billing, payroll and filing.
- May prepare daily deposits and complete necessary forms.
- Operate radio communication equipment to contact and speak with park employees.
- Prepare correspondence.
- Operate office equipment, such as computer, copy machine, fax machine, etc.
- May work in a non-air conditioned toll booth to collect fees.

**Note:** Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Office Workers are required to purchase some uniform components (for example: khaki or spruce green pants and white collared shirt). It is recommended that you discuss uniforms during an interview.

**Requirements:** Ability to learn and apply rules, regulations, policies and procedures. Ability to collect money, make change and answer the telephone. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

**License:** Appointees will be required to possess a driver's license valid in the United States only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Locations of Vacancies:**

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Cape May County	Belleplain, Cape May Point
Hunterdon County	Round Valley, Spruce Run, Voorhees, Bull's Island

Hudson County  
Mercer County  
Monmouth County

Morris County  
Ocean County  
Passaic County  
Salem County  
Sussex County

Warren County

Liberty  
Washington Crossing, D&R Canal  
Allaire, Cheesequake, Leonardo,  
Monmouth Battlefield, Spring Meadow Golf Course  
Hacklebarney, Hopatcong  
Barnegat, Forked River, Island Beach  
Ringwood  
Fort Mott, Parvin  
High Point, Kittatinny Valley, Stokes,  
Swartswood, Wawayanda  
Jenny Jump, Worthington

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**State Park Service**  
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<b>Title:</b>	Seasonal Visitor Services (April – October 2009)	<b>Salary:</b>	Starting at \$7.25/Hr.
<b>Issue:</b>	December 1, 2008	<b>Closing:</b>	March 1, 2009
<b>Jurisdiction:</b>	State of New Jersey	<b>Vacancies:</b>	To Be Determined

**Examples of Work:**

- Alert visitors to regulations within a park and provide information.
- Assist with trash pickup and cleaning of staff areas.
- Interact with visitors outdoors for long periods of the day.
- Report emergencies.
- Perform visual inspections of parks facilities and grounds.

**Note:** Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Visitor Services positions are required to work outdoors in all types of weather conditions, often at a beach or in wooded areas of a park. Seasonal Visitor Service employees may come in contact with insects and wildlife.

Seasonal Visitor Services employees are required to purchase some uniform components (for example: khaki or spruce green pants and white collared shirt). It is recommended that you discuss uniforms during an interview.

**Requirements:** Ability to learn and apply rules, regulations, policies and procedures. Ability to learn and perform radio procedures. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

**License:** Appointees will be required to possess a driver's license valid in the United States only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Locations of Vacancies:**

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Hunterdon County	Round Valley, Spruce Run, Voorhees, Bull's Island

Hudson County  
Mercer County  
Monmouth County

Morris County  
Ocean County  
Passaic County  
Salem County  
Sussex County

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Liberty  
Washington Crossing, D&R Canal  
Allaire, Cheesequake, Leonardo,  
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Hacklebarney, Hopatcong  
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Ringwood  
Fort Mott, Parvin  
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**State Park Service**  
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**Summer Seasonal Jobs**

<b>Title:</b>	Seasonal Lifeguard (April – October 2009)	<b>Salary:</b>	Starting at \$8/Hr.
<b>Issue:</b>	December 1, 2008	<b>Closing:</b>	March 1, 2009
<b>Jurisdiction:</b>	State of New Jersey	<b>Vacancies:</b>	To Be Determined

**Examples of Work:**

- Perform lifeguard functions, including scanning waters, rescuing swimmers and searching for missing persons at a swimming area.
- Perform CPR and first-aid; administer oxygen and use automatic external defibrillator (AED).
- Clean and rake the beach daily to remove litter and trash, which includes paper, soiled diapers, seaweed, food, driftwood and other items left by park visitors.
- Maintain daily records and inventory of supplies.
- Make daily announcements to park visitors of the rules and regulations for the swimming area.
- Assist with maintenance of lifeguard equipment.
- Perform required physical training on a daily and weekly basis.

**Note:** Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Lifeguard positions are required to work outdoors at a beach in all types of weather conditions.

The majority of Lifeguard uniform components and supplies are issued by the State Park Service. However, there are some uniform components that must be purchased by the employee (for example: sweat suits, canvas hats and jackets). It is recommended that you discuss uniforms during an interview.

Seasonal employees who are hired as Lifeguards must have a medical consent form completed by a licensed, practicing doctor (MD or DO) **at the employee's expense** before beginning work.

**Requirements:** Satisfactory completion of the New Jersey State Park Service written and performance Lifeguard examinations, and CPR, oxygen administration, first-aid and automatic external defibrillator (AED) training. The lifeguard performance examination consists of: swimming 500 meters in 10 minutes or less, using a swimming stroke performed on the front only, and running 400 meters in 1 minute 40 seconds or less. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

**License:** The New Jersey State Park Service trains and obtains United States Lifesaving Association (USLA) certification for all Seasonal Lifeguards who are hired and successfully complete the requirements of the position.

Appointees will be required to possess a driver's license valid in the United States only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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Cape May County	Belleplain
Hunterdon County	Round Valley, Spruce Run
Monmouth County	Cheesequake
Morris County	Hopatcong
Ocean County	Island Beach
Passaic County	Ringwood
Salem County	Parvin
Sussex County	High Point, Stokes, Swartswood, Wawayanda

For Lifeguard test dates, times and locations LINK TO DEP DPF WEB SITE. No appointment necessary; just report to the test site. If you are under age 18, you must present a parental consent form prior to being tested.

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<b>Title:</b>	Seasonal Natural or Historic Educator (April – October 2009)	<b>Salary:</b>	Starting at \$7.25/Hr.
<b>Issue:</b>	December 1, 2008	<b>Closing:</b>	March 1, 2009
<b>Jurisdiction:</b>	State of New Jersey	<b>Vacancies:</b>	To Be Determined

**Examples of Work:**

- Conduct nature and/or historic tours, both indoors and outdoors.
- Assist in the preparation of public information materials, handouts and displays.
- Demonstrate, perform and interpret a craft.
- Assist in cataloging artifacts.
- Participate in special events/interpretive programs sponsored by the park.
- Conduct research and articulate results in written report format.

**Note:** Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Natural or Historic Educators may be required to work outdoors in all types of weather conditions, often in wooded areas of a park. Seasonal Natural or Historic Educators may come in contact with insects and wildlife.

Seasonal Natural or Historic Educators are required to purchase some uniform components (for example: khaki or spruce green pants and white collared shirt). It is recommended that you discuss uniforms during an interview.

**Requirements:** Ability to learn and apply rules, regulations, policies and procedures. Ability to learn the natural and/or historic resources of an area and communicate that knowledge to the public. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

**License:** Appointees will be required to possess a driver's license valid in the United States only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Locations of Vacancies:**

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